

September 12, 2003

FROM: (Project Officer, NIEHS)

TO: Robin Turley, NIH/DERT
6120 Executive Blvd
Executive Plaza South
Suite 100
Rockville, MD 20852

SUBJECT: NIEHS Contractor Public Trust Investigation Packages

The enclosed package contains personnel security clearance forms collected for contractor personnel as determined to be appropriate for the work involved:

Contractor:

Level 5C - Sensitive, Moderate Risk, Minimum Background Investigation (MBI):
____ (#)

Level 5C - Sensitive, Moderate Risk, Limited Background Investigation (LBI) :
____ (#)

Level 6A - Sensitive, High Risk, Background Investigation (BI) : ____ (#)

Each package consists of four forms:

- FD-258, Fingerprint Chart: You may direct that the employees individually stop by the Security office near the 101 Building lobby to have their fingerprint cards completed. These cards must remain in near perfect condition; therefore, the Security office will hold these cards for the Project Manager to collect as a group.
- Standard Form 85P, attached. See 'tips', below.
- HHS Credit Release Form, attached.
- OF Form 306, Declaration for Federal Employment, attached.

I have verified each package for completeness, and hereby request that they be processed forward to OPM using the following accounts as designated in the attached authorization memorandum from the Administrative Officer responsible for these funds:

SON: (SON for NIEHS is 034A)

CAN:

Please provide confirmation on the number of investigations accepted by HHS for submission to OPM when that information is available.

cc: [appropriate Contracting Officer]
[appropriate Administrative Officer]
Nancy Stegman, Chief Information Officer, NIEHS